

DRAFT MINUTES

Budget Recommendations Committee Minutes

November 8, 2012

Place: Nowak Room, Town Offices

Time: 6:00 p.m.

Present: Chairman Corey Stevens, Mark Leighton, Carol Aten, Rob Corson, Harry Thayer, Bob Wentworth, Allen Corey, Town Manager Russell Dean, Finance Director Doreen Ravell, Staff Accountant Laura Hill, Selectman Frank Ferraro, Selectman Don Clement, Selectman Dan Chartrand, Chairman Matt Quandt, Selectwoman Julie Gilman.

Mr. Stevens call the meeting to order at 6:00 p.m. and noted that this was the second televised Budget Recommendations Committee meeting.

The minutes from the October 25, 2012 and November 1, 2012 meetings were reviewed. Mr. Thayer noted that his suggestion to meet with the Assessor's Office before meeting with any other departments was not recorded in the October 25 minutes. Mr. Corson moved to approve the November 1 minutes. Mr. Wentworth seconded the motion. Motion carried. The Chair noted the October 25th minutes would be amended and brought back to the committee with the change noted by Mr. Thayer.

Police Department 2013 Budget Requests

Chief Richard Kane and Captain William Shupe gave a presentation of the Department's goals and budget requests for 2013.

The goals are:

- Recruitment, hiring, training and retention of personnel
- Increase involvement with social media for purposes of information sharing
- Comprehensive equipment replacement
- Pursuing grants and alternative funding sources
- Increase quality of service and customer satisfaction – the #1 goal overall.

Primary budget requests:

- Fill position vacancy of detective – the position would be budgeted at only 6 months for 2013. This position is needed because there are not enough detectives on staff to handle crime scenes, drug cases, and undercover work for online crimes. Additionally, some detectives on staff are tied up with various other duties and/or appearing in court.
- Increase of \$2,500.00 for the services provided at the Child Advocacy Center of Rockingham County. The Center offers an invaluable service in connection with crimes against children. It provides safe and more appropriate environment for interviewing children and provides the police and all other parties who need to be present to meet in one place. Chief Kane noted that 29 children were interviewed there in 2011 and 18 have been interviewed so far this year. It has been only in the last 3-4 years that the Center started to send an invoice for their services.

- Leased motorcycle from Seacoast Harley-Davidson – the estimated cost for the first year is \$3,133.90. Chief Kane said there are funds in the Training account if needed and also funds if the uniforms account is needed for additional equipment, i.e., helmets, are also needed for the officers using the motorcycle. Insurance for the motorcycle would become part of the overall vehicle insurance coverage through the Town. The use of the motorcycle would also offset costs of other department vehicles, saving in gas, and with general wear and tear of the other vehicles.

Mr. Thayer read the report from the October 17, 2012 Budget Sub-committee meeting. Chief Kane added that the fuel costs had been originally budgeted at \$3.25/gallon but were now set at \$3.18/gallon. This change brought the Patrol Division figure to \$1,852,976.00.

The total figure for the Police Department Budget Request is \$3,533,126.00. Mr. Thayer moved that the Budget Recommendations Committee approve this budget, Ms. Aten seconded, motion carried.

Fire Department 2013 Budget Requests

Chief Brian Comeau and Assistant Chiefs Ken Berkenbush and Eric Wilking were present for the Fire Department budget review.

Chief Comeau provided some of the reasons for the budget requested and the increase over last year's request: cost increases with retirement and health care, EMS calls have increased, capital outlay for the leased ambulance, expenditure needed for the reverse 911 system and the need for a fulltime health officer.

Mr. Thayer read the Budget sub-committee report from October 17, 2012.

Discussed budget requests:

- Reverse 911 system – Code Red is the vendor for this system which designates which lines have priority during emergencies. This system is more sophisticated than the one used by the school district for a variety of reasons including messages can be very specific (calling only those residents in a specific area) and it allows the Police Department to GPS to a problem area and notify the residents there. The cost is \$8,500.00.
- Fuel costs – not finalized as yet but information will be prepared for the Board of Selectmen meeting. But it was noted that fuel – not including diesel – came in at \$3.18/gallon.
- Emergency lighting unit – this item is budgeted at \$16K. This equipment would become part of a cache of community equipment. Chief Comeau said it is best this item stays under Emergency Management as there is good communication among the departments and can serve as an asset for everyone. Mr. Dean noted that this lighting equipment will further enhance the emergency response capabilities and agreed that the departments have been successful with their communication, and various enhancements have been

made over the years to the emergency management capabilities such as the sandbag machine and 6” pump added in recent years.

- Street boxes – Chief Comeau was asked about the necessity of all the public fire boxes that are throughout town. Chief Comeau explained that sometimes the boxes are the only method of contact during a storm and the power is out. Also for years, the Fire Department has told children to use the boxes if they feel they are in a dangerous or threatening situation so it has always been a tool for of child protection. Fire alarm maintenance is budgeted at \$5000.00 but it is well worth it according to the Chief.
- Mosquito control – this item is budgeted at \$60,000.00. The 2013 amount is an increase of \$5,000. This item has remained level for the last three years. However, EEE and West Nile virus have both been on the rise. The vendor, Municipal Pest Management, identifies “hot spots” to maintain control over those areas. It is a public health program. Mr. Dean notes there are two vendors state wide that provide this service, the one the Town uses, and Dragon Mosquito control.
- Fire truck purchase – Mr. Thayer asked if there is further information on the purchase of the used fire alarm/utility truck from Unitil. Mr. Dean said that details of that proposed expenditure were still being determined and would be further discussed with the Board of Selectmen after evaluation. It was noted that the Budget sub-committee recommended spending \$20K for a truck offered as surplus by Unitil in 2012, and not waiting to make it a purchase in 2013.

Mr. Thayer moved that the Budget Recommendation Committee approved the Fire Department in the amount of \$3,657,433.00. Mr. Corson seconded, motion carried.

The Budget Recommendations Committee will next meet on Tuesday, November 13, 2012 at 6:00 p.m. to review the Recreation, Welfare, Library and Social Services 2013 budget proposals.

Mr. Thayer moved to adjourn, Mr. Corson seconded. Roll call: unanimous. The committee stood adjourned at 8:15 p.m.

Respectfully submitted,

Chris deZarn-O’Hare
Recording Secretary